

# PTAX-340

## 2012 Senior Citizens Assessment Freeze Homestead Exemption Application and Affidavit

### Part 1: Applicant information (Please type or print.)

<b>1</b> _____ First name MI Last name <b>2</b> _____ Mailing address <b>3</b> _____ City State ZIP	<b>4</b> _____ Date of Birth (month, day, year) <b>5</b> _____ Telephone Number (please include area code) <b>6</b> Is the property owned in trust? YES _____ NO _____ A copy of the trust may be required.
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### Part 2: Property information

<b>1</b> _____ Street address of property for which this exemption application is filed _____ City IL ZIP <b>2</b> _____ Property index number (PIN)	_____ Township <b>Lake</b> County <b>Note:</b> The PIN is shown on your property tax bill. It can also be obtained from your chief county assessment office website. <b>3</b> Have you or your spouse received this exemption for this property previously? _____ Yes _____ No If you answered "Yes", write the base year, if known. _____ <b>4</b> If your spouse maintains a separate residence, has he or she applied for this exemption? _____ Yes _____ No <b>5</b> Does this property have multiple dwelling units? _____ Yes _____ No If you answered "Yes", write the number of units _____
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### Part 3: Household income for 2011

You must include the income of you, your spouse, and all individuals who live in your household.

<b>1</b> Social Security and SSI benefits. Include Medicare deductions in this total. <b>2</b> Railroad Retirement benefits. Include Medicare deductions in this total. <b>3</b> Civil Service benefits <b>4a</b> Annuity benefits (See instructions for Line 4.) <b>4b</b> Federally taxable pensions and retirement plan distribution <b>5</b> Human Services and other governmental cash public assistance benefits <b>6</b> Wages, salaries, and tips from work <b>7</b> Interest and dividends received <b>8</b> Net rental, farm, and business income or (loss). (See instructions for Line 8.) <b>9</b> Net capital gain or (loss). (See instructions for Line 9.) <b>10</b> Other income or (loss). (See instructions for Line 10.) <b>11</b> Add Lines 1 through 10. <b>12</b> Certain subtractions. You may subtract only the reported adjustments to income from U.S. 1040, Line 36, or U.S. 1040A, Line 20. <table border="0"> <tr> <th style="text-align: left;">Subtraction item</th> <th style="text-align: left;">Amount</th> </tr> <tr> <td><b>12a</b> _____</td> <td>_____</td> </tr> <tr> <td><b>12b</b> _____</td> <td>_____</td> </tr> </table> Add the amounts on Lines 12a and 12b, and write the result.	Subtraction item	Amount	<b>12a</b> _____	_____	<b>12b</b> _____	_____	<b>1</b> _____ <b>2</b> _____ <b>3</b> _____ <b>4a</b> _____ <b>4b</b> _____ <b>5</b> _____ <b>6</b> _____ <b>7</b> _____ <b>8</b> _____ <b>9</b> _____ <b>10</b> _____ <b>11</b> _____ <b>12</b> _____ <b>13</b> _____
Subtraction item	Amount						
<b>12a</b> _____	_____						
<b>12b</b> _____	_____						

**13** Subtract Line 12 from Line 11, and write the result. This is your total household income for 2011. If the amount is greater than \$55,000, STOP. You do not qualify for this exemption. IF YOU DO NOT QUALIFY, PLEASE DO NOT RETURN THIS FORM.

## Part 4: Affidavit

Sworn under oath, I state the following:

**1** (Mark the statement that applies.)

- a** \_\_\_\_ On January 1, 2011 **and** January 1, 2012, the property identified in Part 2, Line 1, was used as my principal residence.
- b** \_\_\_\_ On January 1, 2011 **and** January 1, 2012, the property identified in Part 2, Line 1, was my principal residence for which I received this exemption previously but I am now a nursing home resident. The property is either unoccupied or used as my spouse's principal residence.

\_\_\_\_\_  
Name of facility

\_\_\_\_\_  
Mailing address

**2** (Mark the statement that applies.)

- a** \_\_\_\_ On January 1, 2011 **and** January 1, 2012, I was the owner of record of the property identified in Part 2, Line 1.
- b** \_\_\_\_ On January 1, 2011 **and** January 1, 2012, I had a legal or equitable interest by a written instrument in the property listed in Part 2, Line 1.
- c** \_\_\_\_ On January 1, 2011 **and** January 1, 2012, I had a leasehold interest in the property identified in Part 2, Line 1, that was used as a single-family residence.

**3** I am liable for paying real property taxes on the property identified in Part 2, Line 1.

**4** (Mark the statement that applies.)

- a** \_\_\_\_ In 2012, I am or will be 65 years of age or older.
- b** \_\_\_\_ In 2012, my spouse, who died in 2012, would have been 65 years of age or older. (Complete the following information.)

\_\_\_\_\_  
Deceased spouse's name

\_\_\_\_\_  
Date of birth (month, day, year)

\_\_\_\_\_  
Date of death (month, day, year)

**5** The property identified in Part 2, Line 1 is the only property for which I have applied for a senior citizens assessment freeze homestead exemption for 2012.

**6** The amount reported in Part 3, Line 13 of this form includes my income, my spouse's income, and the income of all persons living in my household, and the total household income for 2011 is \$55,000 or less.

**7** On January 1, 2012, the following individuals also used the property identified in Part 2, Line 1 for their principal residence. As required by law, my spouse is included even if he or she resided at a different address on January 1, 2012. The income of the individuals listed below is included in Part 3, which includes my spouse even if he/she does not live with me. (Attach an additional sheet if necessary.)

First and last name

First and last name

**a** \_\_\_\_\_ **c** \_\_\_\_\_

**b** \_\_\_\_\_ **d** \_\_\_\_\_

**8** (Mark the statement that applies.)

- a** \_\_\_\_ On January 1, 2012, I was single, widow(er), or divorced (please circle the one that is applicable).
- b** \_\_\_\_ On January 1, 2012, I was married and living together.
- c** \_\_\_\_ On January 1, 2012, I was married, but not living together. Remember, your spouse's income must be included in household income even if they do not live with you.

My spouse's name and address is \_\_\_\_\_

First name

MI

Last name

Street Address

City

State

ZIP

Under penalties of perjury, I state that, to the best of my knowledge, the information contained in this affidavit is true, correct, and complete.

Dated: \_\_\_\_\_

Signature of applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
Notary public

**Note: The CCAO may conduct an audit to verify that the taxpayer is eligible to receive this exemption. Mail your completed Form PTAX-340 by July 2, 2012 to: Chief County Assessment Office, 18 North County Street, 7<sup>th</sup> Floor, Waukegan, IL 60085. If you have any questions, please call: 847-377-2050.**

# Form PTAX-340 General Information

## What is the Senior Citizens Assessment Freeze Homestead Exemption (SCAFHE)?

The senior citizens assessment freeze homestead exemption (35 ILCS 200/15-172) allows you as a qualified senior citizen to have your home's equalized assessed value (EAV) "frozen" at a base year value and prevent or limit any increase due to inflation. The base year generally is the year before the year you first qualify and apply for the exemption. For example, if you first qualify and apply in 2012, your property's EAV will be "frozen" at the 2011 EAV. Freezing your property's EAV does not mean that your property taxes will not increase, however. Other factors also affect your tax bill. For example, your tax bill could increase if the tax rate, which is based on the amount of revenues taxing districts request increases. Your EAV and tax bill may also increase if you add improvements to your home. However, if your home's EAV decreases in the future, you will benefit from any reduction.

## Who is eligible?

The senior citizens assessment freeze homestead exemption qualifications for the 2012 tax year (for the property taxes you will pay in 2013), are listed below.

- You will be 65 or older during 2012.
- Your total household income in 2011 was \$55,000 or less.
- On January 1, 2011, **and** January 1, 2012, you
  - used the property as your principal place of residence,
  - owned the property, or had a legal or equitable interest in the property as evidenced by a written instrument, or had a leasehold interest in the property used as a single-family residence, and
  - were liable for the payment of property taxes.

You do **not** qualify for this exemption if your property is assessed under the mobile home privilege tax.

**Surviving spouse** — Even if you are not 65 or older during 2012, you are eligible for this exemption for 2012 if your spouse died in 2012 and would have met all of the qualifications.

**Residents in a health facility** — Even if you did not use the property as your principal place of residence on January 1, 2012, you qualify for this exemption if you are a resident of a facility licensed under the Assisted Living and Share Housing Act, Nursing Home Care Act, ID/DD (intellectually disabled/developmentally disabled) Community Care Act, Or Specialized Mental Health Rehabilitation Act and you meet all other requirements, have received this exemption previously, **and** your property is either unoccupied or is occupied by your spouse.

**Residents of cooperatives** — If you are a resident of a cooperative apartment building or cooperative life-care facility, you qualify for this exemption if you are liable for the payment of property taxes on your residence and meet the other eligibility requirements.

## What is a household?

A household includes you and your spouse, and all persons who used your residence as a principal dwelling place on January 1, 2012.

## What is included in household income?

Household income includes your income, your spouse's income, and the income of **all** individuals living in the household. Examples of income that must be included in your household income are listed below. (For specific questions, see Part 3 on Page 4.)

- alimony or maintenance received
- annuities and other pensions
- Black Lung benefits
- business income
- capital gains
- cash assistance from the Illinois Department of Human Services and other governmental cash public assistance
- cash winnings from such sources as raffles and lotteries
- Civil Service benefits
- damages awarded in a lawsuit for nonphysical injury or sickness (for example, age discrimination or injury to reputation)

- dividends
- farm income
- Illinois Income Tax refund (only if you received Form 1099-G)
- interest
- interest received on life insurance policies
- long term care insurance (federally taxable portion only)
- lump sum Social Security payments
- miscellaneous income, such as from rummage sales, recycling aluminum, or baby sitting
- military retirement pay based on age or length of service
- monthly insurance benefits
- pension and IRA benefits (federally taxable portion only)
- Railroad Retirement benefits (including Medicare deductions)
- rental income
- Illinois Cares Rx rebate (only if you took an itemized deduction for health insurance on in the prior year on your federal income tax return)
- Social Security income (including Medicare deductions)
- Supplemental Security Income (SSI) benefits
- all unemployment compensation
- wages, salaries, and tips from work
- Workers' Compensation Act income
- Workers' Occupational Diseases Act income

## What is not included in household income?

Some examples of income that are not included in household income are listed below. (For specific income questions, see Part 3 on Page 4.)

- cash gifts
- child support payments
- Circuit Breaker grants
- COBRA subsidy payments
- damages awarded in a lawsuit for a physical personal injury or sickness
- Energy Assistance payments
- federal income tax refunds
- IRA's "rolled over" into other retirement accounts, unless "rolled over" into a Roth IRA
- lump sums from inheritances
- lump sums from insurance policies
- money borrowed against a life insurance policy or from any financial institution
- reverse mortgage payments
- spousal impoverishment payments
- stipends from the Foster Parent and Foster Grandparent programs
- Veterans' benefits

## What if I have a net operating loss or capital loss carryover from a previous year?

You cannot include any carryover of net operating loss or capital loss from a previous year. You can include only a net operating loss or capital loss that occurred in 2011.

## Will my information remain confidential?

All information received from your application is confidential and may be used only for official purposes.

## When must I file?

File the PTAX-340 application with the CCAO by the due date of July 2, 2012. You must file Form PTAX-340 **every year** and meet the qualifications for each year to continue to receive the exemption.

**Note:** The CCAO may require additional documentation (*i.e.*, birth certificates, tax returns, *etc.*) to verify the information in this application.

## What if I need additional assistance?

If you have questions about this form, please contact your Chief County Assessment Office at **847-377-2050** or visit them at the address printed at the bottom of Page 2.

# Form PTAX-340 Step-by-Step Instructions

## Part 1: Applicant information

**Lines 1 through 5** — Type or print the requested information.

## Part 2: Property information

**Lines 1 and 2** — Identify the property for which this application is filed.

**Lines 3 and 4** — Answer the questions by marking an "X" next to your response. If you answered "Yes" to the question in Line 3 and you know the base year, write it in the space provided.

## Part 3: Household income for 2011

**"Income"** for this exemption means 2010 federal adjusted gross income, **plus** certain items subtracted from or not included in your federal adjusted gross income (320 ILCS 25/3.07). These include tax-exempt interest, dividends, annuities, net operating loss carryovers, capital loss carryovers, and Social Security benefits. Income also includes public assistance payments from a governmental agency, Supplemental Security Income, and certain taxes paid. These Step-by-Step instructions provide federal return line references and reporting statement references, whenever possible.

The amounts written on each line must include the 2011 income for you, your spouse, and **all** the individuals living in the household.

### Line 1 — Social Security and Supplemental Security Income (SSI) benefits

Write the total amount of retirement, disability, or survivor's benefits (including Medicare deductions) the entire household received from the Social Security Administration (shown on Form SSA-1099, box 3 or use box 5 only if there is a reduction of benefits). You also must include any Supplemental Security Income (SSI) the entire household received and any benefits to dependent children in the household. Do not include reimbursements under Medicare/Medicaid for medical expenses.

**Note:** The amount deducted for Medicare is already included in the amount in box 3 of Form SSA-1099.

### Line 2 — Railroad Retirement benefits

Write the total amount of retirement, disability, or survivor's benefits (including Medicare deductions) the entire household received under the Railroad Retirement Act (shown on Forms SSA-1099 and RRB-1099).

### Line 3 — Civil Service benefits

Write the total amount of retirement, disability, or survivor's benefits the entire household received under any Civil Service retirement plan (shown on Form 1099-R).

### Line 4 — Annuities and other retirement income

**A)** Write the total amount of income the entire household received as an annuity from any annuity, endowment, life insurance contract, or similar contract or agreement (shown on Form 1099-R).

Include only the federally taxable portion of pensions, IRAs, and **B)** IRAs converted to Roth IRAs (shown on U.S. 1040, Line 15b and 16b, or U.S. 1040A, Line 11b and 12b). IRA's are not taxable when "rolled over," unless "rolled over" into a Roth IRA.

### Line 5 — Human Services and other governmental cash public assistance benefits

Write the total amount of Human Services and other governmental cash public assistance benefits the entire household received. If the first two digits of any member's Human Services case number are the same as any of those in the following list, you must include the total amount of any of these benefits on Line 5.

- |                    |  |
|--------------------|--|
| <b>01</b> aged     | <b>04 and 06</b> temporary assistance to |
| <b>02</b> blind    | needy families ( <b>TANF</b> )           |
| <b>03</b> disabled | <b>07</b> general assistance             |

To determine the total amount of the household benefits, multiply the monthly amount each person received by 12. You must adjust your figures accordingly if anyone in the household did not receive 12 equal checks during this period. Food stamps, medical assistance, and Circuit Breaker benefits anyone in the household may have received are not considered income and should not be added to your total income.

### Line 6 — Wages, salaries, and tips from work

Write the total amount of wages, salaries, and tips from work for every household member (shown in box 1 of Form W-2).

### Line 7 — Interest and dividends received

Write the total amount of interest and dividends the entire household received from all sources, including any government sources (shown on Forms 1099-INT, 1099-OID, and 1099-DIV). You must include both taxable and nontaxable amounts.

### Line 8 — Net rental, farm, and business income or (loss)

Write the total amount of net income or loss from rental, farm, business sources, *etc.*, the entire household received, as allowed on U.S. 1040, Lines 12, 17, and 18. You **cannot** use any net operating loss (NOL) carryover in figuring income.

### Line 9 — Net capital gain or (loss)

Write the total amount of taxable capital gain or loss the entire household received in 2011, as allowed on U.S. 1040, Lines 13 and 14, or U.S. 1040A, Line 10. You **cannot** use a net capital loss carryover in figuring income.

### Line 10 — Other income or (loss)

Write the total amount of other income or loss not included in Lines 1 through 9 that is included in federal adjusted gross income, such as alimony received, unemployment compensation, and taxes withheld from oil or gas well royalties. You **cannot** use any net operating loss (NOL) carryover in figuring income.

**Line 11** — Add Lines 1 through 10.

### Line 12 — Subtractions

You may subtract only the reported adjustments to income totaled on U.S. 1040, Line 36 or U.S. 1040A, Line 20. For example

- IRA deduction
- Archer MSA deduction
- moving expenses
- alimony or maintenance paid
- health savings account deduction
- student loan interest deduction
- jury duty pay you gave to your employer
- one-half of self-employment tax
- self-employed health insurance deduction
- self-employed SEP, SIMPLE, and qualified plans
- penalty on early withdrawal of savings
- Educator expenses
- Tuition and fees
- Domestic production activities deduction

### Line 13 — Total household income

Subtract Line 12 from Line 11. If this amount is greater than \$55,000, **you do not qualify for this exemption.**

## Part 4: Affidavit

**Lines 1 through 4** — Mark the item that applies. Read the affidavit carefully. The statements in **Lines 5 and 6** **must** apply.

**Line 7** — Write the names of the individuals, other than yourself, including your spouse, along with any persons who used the property for their principal residence on January 1, 2012. Attach an additional sheet if necessary.

**Line 8** — Follow the instructions on the form. If your spouse does not reside at this property, be sure to write his or her name and address.

**Note:** You must sign your Form PTAX-340 and have it notarized before you file it with your Chief County Assessment Office. Their office will notarize your form free of charge if you bring it in personally and sign it in their presence.